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Department of Agriculture
Office of Information

December 26, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 44, SUPPLEMENT NO. 1

Transmission of OWI Request of December 22 for
Report on Publication Mailing List Circularization

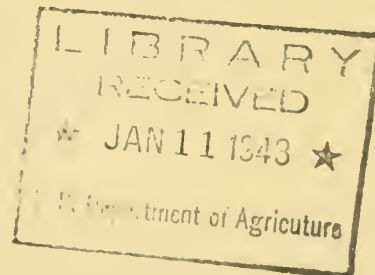
The attached communication from Director Elmer Davis of the Office of War Information includes a form on which to report action taken under OWI Directives 3 and 5. The Office of Information will assume the responsibility for replying to question three so far as Washington press release mailing lists are involved, and also for answering questions four, five, and six.

Please send the completed forms to my office, Room 404 Administration Building, for forwarding to the Office of War Information.

Keith Himebaugh

Keith Himebaugh
Assistant Director of Information

Attachment



1. The first part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

2. The second part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

3. The third part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

4. The fourth part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

5. The fifth part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

6. The sixth part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

7. The seventh part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

OFFICE OF WAR INFORMATION

Office of the Director

December 22, 1942

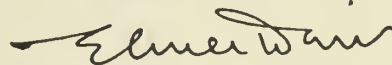
To all Government Information Directors and Chiefs:

OWI Regulations Three and Five called for discontinuances of general mailing lists and the circularization of other lists of free or partially free publications. Section 8 of OWI Regulation Number Five states: "Within sixty days of the issuance of this regulation, information officers of the Federal departments and agencies shall report to the Director of War Information, action taken under OWI Regulations, Numbers Three and Five. Forms for this report will be supplied by the Office of War Information."

Attached are the forms cited. Additional copies are available, if needed.

We are setting a deadline for the return of these forms by January 6, 1943, sixty days from the issuance of the regulation. They should be sent to the office of the Inter-Agency Publications Committee, Office of War Information, Room 3452, Social Security Building.

Sincerely yours,



Elmer Davis
Director

Name of Agency _____

Bureau or Division _____

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I. CIRCULARIZATION

Publications (printed or processed) issued serially at regular or irregular intervals, report or circular series or periodicals. (List all.)	^A Total Unpaid Distribution August, 1942	^B Total Unpaid Distribution December 30	^C Total Loss in figures	^D % Decline from Aug. Total

(If more space is needed, use a blank sheet.)

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II. Where the free distribution has decreased 50% or more (column D), please give brief reasons why this publication or series cannot be discontinued, or absorbed by another publication.

Name of publication	Explanation

- III. Under Section 3 of OWI Regulation Number Three, general mailing lists for all "publications and/or releases" were ordered discontinued. For your agency or division:

How many copies of publications went out before this regulation?

Per year _____ Per month _____

How many copies of publications has this regulation saved?

Per year _____ Per month _____

Percentage saving _____

- IV. How many names did you drop in killing these general mailing lists? _____

- V. OWI Regulation Number Five discontinued the practice of mailing press releases from Washington to the general press outside of Washington.

How many copies of releases went out to newspapers before the regulation?

Per year _____ Per month _____

How many copies of releases has this order saved your agency?

Per year _____ Per month _____

Percentage saving _____

- VI. The practice of mailing material from Washington to weekly community newspapers was also discontinued.

How many copies before this regulation did you mail to weeklies?

Per year _____ Per month _____

What has been the saving in copies of material?

Per year _____ Per month _____

Percentage saving _____

- VII. Are you using libraries (in addition to depository libraries) as outlets for your publications as compensation for reduction in free distribution to individuals?

Yes _____ No _____

Do you wish assistance from OWI in planning distribution of your publications to libraries?

Yes _____ No _____